

Osseo Area Learning Center Student Improvement Leadership Team Constitution

Objective: Facilitate achievement of the Osseo Area Learning Center's (OALC) vision, mission, core values and basic understandings in partnership with the community.

Scope: The Student Improvement Leadership Team (SILT) will create, implement and assess the OALC's policies and long-range plans for the school.

Composition: District #279 and building administration expect broad participation in decision making within schools. This broad participation may include a cooperating partnership in which parents, certified staff, non-certified staff, students, community members and administrators work as partners in the decision making process.

Membership of the SILT should represent the diversity of the school population to the greatest extent possible. Accomplishing this objective will require extensive outreach and concerted efforts of inclusion.

Within the parameters defined below, the SILT will establish an inclusive system for selecting representatives. These representatives will in turn be responsible for regular communications with their broader constituencies.

The composition of the SILT will be as follows:

- 1 administrator, selected by the administrative group.
- 3 certified classroom teachers, nominated by the certified classroom teachers - elected by the vote of the entire staff if necessary.
- ~~2~~ 1 non-certified staff, nominated by the non-certified staff - elected by the vote of the entire staff if necessary.
- 1 certified non-classroom staff, nominated by the certified non-classroom staff - elected by the vote of the entire staff if necessary.

The following members will be recruited to be on SILT:

- 1 student~~s~~ selected by the Student Leadership Group(s).
- 1 School Board member liaison determined by the School Board.
- 1 parent~~s~~ with at least one student at OALC selected by lottery if necessary.
- 1-2 business/community at large member(s) from within the district's boundaries.

Length of Term: The length of term for SILT members will be two years. Students will serve until they graduate. Parents will serve for two years or until their son/daughter graduates, whichever is shorter.

Elections: Elections/selections will be held in May of each year and the elected/selected members will begin their terms at the at the summer SILT workshop. In the event of a tie, there will be a runoff election between the candidates that scored the tie within five (5) business days. Only those who voted in the original vote may vote in the runoff election.

Replacement Process: The on-going objective of the SILT is to facilitate the achievement of OALC's vision, mission, core values and basic understandings. SILT member responsibilities will be derived from these statements. If it is determined that a member of the SILT has failed to fulfill his/her responsibilities, the SILT will replace the representative by holding a special election for the representative's constituents to fill the position.

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The SILT will replace a vacancy or resignation through a special election by the appropriate constituency. The replacement will complete the original term.

In the absence of nominees to fill a vacancy, the SILT, by consensus, may appoint an interested person from the appropriate constituency to the position.

When there are less than two nominees for a position, an election need not be held.

Chairperson: At the first meeting of the OALC's new school year, with newly elected/selected members present, the SILT will nominate and elect a chairperson, Vice-Chairperson and Secretary for the following school year. The chairperson and vice-chairperson shall be elected for a term of one year and serve no more than two consecutive terms.

Members will:

- Attend meetings
- Follow the OALC's vision, mission, core values and basic understandings
- Perform other duties as directed by the SILT

Chairperson will:

- Conduct all meetings in an orderly process
- Designate a timekeeper and gatekeeper for each meeting
- Consult with vice-chairperson on agenda
- Call special meetings
- Be contact to all standing committees and action committees
- Give clear direction to the SILT secretary
- Provide ample opportunities for groups or individuals to appear before the SILT
- Be responsible for providing opportunity for new member training and additional training as the need arises
- Perform other duties as directed by the SILT
- Complete the Site Improvement Plan
- Publicize agenda two days prior to meetings
- Keep current lists of SILT and standing committee members addresses and phone numbers
- Keep a three ring binder that includes copies of all meeting minutes, building decision matrix, SILT Constitution and any and all information that may be needed for future SILT meetings

Vice-Chairperson will:

- Conduct meetings in absence of the chairperson
- Designate timekeeper in absence of chairperson
- Consult with chairperson on agenda and proofing minutes
- Be resource for chairperson as needed
- Perform other duties as directed by the SILT

Secretary will:

- Schedule meeting room for regular SILT meetings
- Publicize minutes in building
- Take minutes of all regular and special meetings of the SILT
- Type minutes and agendas of all SILT regular and special meetings and distribute to SILT members and all staff

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- Make site arrangements for training, workshops, retreats and other events not associated with regular or special meetings
- Perform other duties as directed by the SILT.

Timekeeper will:

- Keep time, as allotted on the agenda, for each item
- Notify person speaking when within one minute of allotted time

Gatekeeper will:

- Assist chairperson in keeping the meetings focused and on task

Training: In order to facilitate effective leadership, all SILT members may undergo training in the following areas: collaborative skills, communication skills, meeting facilitation, strategic planning and needs assessment. The SILT will seek additional training as the need arises.

Decision Making: A quorum is necessary for any action requiring group consensus or action that involves a vote on a decision. The quorum for all meetings shall consist of at least two-thirds voting members. Every effort will be made by the members of the SILT to arrive at consensus on issues. There will be disagreements on some items, which preclude the reaching of consensus. In situations where repeated attempts to reach consensus have failed, any member of the SILT may request that the team vote on the issue. The vote on the issue shall then require a majority of those present to affirm the action. All such votes shall be conducted by roll call vote.

Methods of Action: To expand opportunities for participation in the leadership of OALC, the SILT will use action committees. Each of the action committees should make an effort to include members from all constituent groups. Action committees, which draw their power from and are accountable to the SILT, will facilitate the timely completion of the team's work through specific written charges.

The SILT will authorize action committees to either make decisions or recommendations on issues assigned to them. When the action committee is charged with making a decision or recommendation, it must be driven by the vision, mission, core values and basic understandings, and reflect a process that includes the following: a knowledge base formed by thorough research; input from all affected stakeholders; a consensus of opinion from the action committee; a plan for assessment; and consideration of existing federal, state, local and district laws, regulations and policies. If the SILT authorizes a standing committee to make a decision and verifies that the decision-making criteria are met, the decision of the committee will be implemented. It is only when the SILT authorizes a standing committee to make a recommendation that it may override the action committee's opinion.

Scope of Decision Making by the SILT: In compliance with the Superintendent's directive, decisions made by the SILT or action committees must be:

- within the laws and regulations of the federal government, the state of Minnesota and any appropriate accreditation agency
- within the policies and regulations of the School board for the I.S.D. 279
- made with School Board awareness and acceptance when appropriate
- within budget limits and keeping the master agreements for term and conditions of employment
- congruent with state and school district mission and goals
- made following review of current research and assessments
- made following collaboration between site and Educational Service Center personnel when appropriate
- within the limits of decision making designated by the District Design Team.

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Areas which the Osseo School District Superintendent has deemed highly centralized and as of August,1992, not to be considered for more shared decision activity include: food service, building maintenance, remodeling and construction, terms and conditions of employment, purchasing, transportation, student attendance and boundaries.

Amendments: The Constitution may be amended only by returning to the stakeholder groups for ratification. Ratification will be by two-thirds of those voting.

Evaluation: The SILT will complete the Site Improvement process each year.

Dates for Revising the Constitution April 23, 2009

April 20, Monday	Present Proposal to all staff
April 20, Monday	Present Proposal to all students
April 20, Monday	Have Ballet available to parents at conferences
April 22, Wednesday	All staff vote on the proposal
April 22, Wednesday	All students vote on the proposal
April 23, Thursday	All staff absent on Wednesday vote on the proposal
April 23, Thursday	All students absent on Wednesday vote on the proposal